



## Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

December 2005

**TO:** Authorized Representative  
National School Lunch Program

**FROM:** Ellen Hester  
Supervisor, School Food Services Section

**SUBJECT:** December 31 Commodity Inventory Report

LEAs that contract with a Food Service Management Company must conduct an inventory of all commodities on hand as of December 31 and submit the inventory to the State agency. Enclosed is an inventory listing for you to use for this purpose. A copy of this inventory must also be kept in your files for reviews and audits. This is a tool to help you, and us, determine if commodities are being used within an appropriate time frame. DO NOT omit any USDA commodities on this list, even if they are very old.

The United States Department of Agriculture recommends that no more than a six month supply of any one commodity be in storage at a LEA. In the second column, report the quantities of commodities in your inventory that you believe will not be used within six months. You may keep these commodities and try to increase usage of them or we can pick them up. In the third column, list the amount of these commodities that need to be picked up and redistributed to another LEA. If you have items listed in this category, please review your ordering and menu planning procedures for commodities in order to use all products in a timely manner.

Please complete this inventory report on the last day before the Holiday break and mail it to this office. **All inventories are due January 9, 2006.** This is a required report that must be submitted by this date in order to prevent discontinuation of commodity deliveries to your LEA.

If you have any questions about this form, please call me at (573) 751-9424.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
SCHOOL FOOD SERVICES  
PO BOX 480  
JEFFERSON CITY, MO 65102-0480

## DECEMBER 31 COMMODITY INVENTORY

School Name \_\_\_\_\_ Agreement Number \_\_\_\_\_

School Address \_\_\_\_\_  
(Street, City, State, Zip)

**SIGNATURE OF AUTHORIZED REPRESENTATIVE** \_\_\_\_\_

### INSTRUCTIONS:

1. Please complete **in duplicate**.
2. Retain the copy and mail the ORIGINAL to the above address **by the 9th of January**.
3. **ALL items on hand as of DECEMBER 31**, regardless of when received, **MUST** be reported in the "on hand inventory" column.
4. **REPORT FULL CASE UNITS ONLY**.
5. Report number of cases of inventory that **cannot be used within six months** (end of school year) in the "excess inventory" column.
6. Report the number of cases of items in excess inventory **that you want picked up** in the last column. (It is recommended that no more than a six month supply of USDA donated foods be in inventory.)

ITEM NAME	UNIT SIZE	ON HAND INVENTORY (Full cases only)	EXCESS INVENTORY (Cases that cannot be used within 6 months)	CASES IN EXCESS INVENTORY TO BE PICKED UP
Cheese, Mozzarella	8/6# loaves			
Cheese, Sliced, American	6/5# case			
Dry Milk, Non-Fat	55# bag			
Cornmeal, Degermed	4/10# bale			
Bakery Mix (Low Fat)	6/5# bag			
Flour, All Purpose	4/10# bale			
Flour, Bread	4/10# bale			
Flour, Whole Wheat	4/10# bale			
Macaroni, Enriched	20# case			
Peanut Butter	6/5 lb case			
Rice, Parboiled	25# bag			
Oats, Rolled	12/3# bale			
Rotini, Enriched	20# case			
Spaghetti, Enriched	20# case			
Vegetable Oil (Salad)	6/1 gallon case			
Vegetable Shortening, Liquid	6/1 gallon case			
Vegetable Shortening, Solid	12/3# case			
Applesauce, Canned	6/#10 case			
Apples, Slices, Canned	6/#10 case			
Apricots, Canned	6/#10 case			
Beans, Green, Canned	6/#10 case			
Beans, Great Northern, Dry	25# bag			
Beans, Pinto, Dry	25# bag			
Blueberries, Frozen	30# case			
Carrot, Sliced, Frozen	30# case			
Corn, Frozen	30# case			

ITEM NAME	UNIT SIZE	ON HAND INVENTORY (Full cases only)	EXCESS INVENTORY (Cases that cannot be used within 6 months)	CASES IN EXCESS INVENTORY TO BE PICKED UP
Egg Mix, Dry	4/10# case			
Eggs, Whole, Frozen	6/5# case			
Fruit, Mixed, Canned	6/#10 case			
Orange Juice, Frozen Conc.	12/32 oz			
Peaches, Diced, Canned	6/#10 case			
Peaches, Frozen	20# case			
Peach Cups, Frozen	24# case			
Peaches, Sliced, Canned	6/#10 case			
Pears, Sliced, Canned	6/#10 case			
Pears, Halves, Canned	6/#10 case			
Pears, Diced, Canned	6/#10 case			
Peas, Frozen	30# case			
Pineapple Chunks, Canned	6/#10 case			
Pineapple Tidbits, Canned	6/#10 case			
Potatoes, Oven Fries, Frz.	30# case			
Potatoes, Rounds, Frozen	30# case			
Potatoes, Wedges, Frozen	30# case			
Pudding, Vanilla	12.5# case/48-3.25 oz.			
Pudding, Chocolate	12.5# case/48-3.25 oz.			
Raisins, Dried	24/15 oz pkg			
Salsa, Canned	6/#10 case			
Spaghetti Sauce, Canned	6/#10 case			
Trail Mix	5/5# case			
Walnuts	30# case			
Beef, Ground, Frozen	36# case			
Catfish, Strips, Frz	40# case			
Chicken, Canned	12/50 oz. case			
Chicken, Cut-up, Frozen	40# case			
Chicken, Diced, Frozen	40# case			
Fish, Tuna, Canned	6/66.5 oz. case			
Ham, Cooked, Frozen	40# case			
Salmon, Pink, Pouched	25# case			
Turkey Deli Breast, Frozen	40# case			
Turkey Ham, Frozen	40# case			
Turkey Roast, Frozen	40# case			

## PROCESSED PRODUCTS

**(Report total number of cases of various product for each company)**

ITEM NAME	UNIT SIZE	ON HAND INVENTORY (Full cases only)	EXCESS INVENTORY (Cases that cannot be used within 6 months)	CASES IN EXCESS INVENTORY TO BE PICKED UP
Mrs. Clark's Margarine	20# case			
Mrs. Clark's Products	4/1 gallon case			
Mrs. Clark's Products P/C	216/1.5 oz			
Ott Products	4/1 gallon case			
Ott Products P/C	200/1.5 oz			
Best Express Foods Products	40#-50# case			
East Side Entrees Products	22# - 30# case			
Farm Rich Sea-Pak Products	20# - 25# case			
Giorgio Foods Products	30#-36# case			
JTM Foods Cheddar Products	30# case			
Land O' Lakes Products	25# - 30# case			
Schreiber Foods Products	20#-27# case			
United Comm. Group Products	30# - 40# case			
Preferred Meal System Products	37.5# - 40# case			
Oak Valley Turkey Products	40# case			
Zartic Turkey Products	30# - 40# case			
ConAgra Chicken Products	30# case			
Goldkist Chicken Products	40# case			
Pilgrims Pride Chicken Products	#0# case			
Tyson Chicken Products	40# case			
Zartic Chicken Products	30# - 40# case			
Armour Beef Products	30# - 40# case			
JTM Beef Products	30# case			
John Soules Beef Products	30# case			
Pierre Beef Products	30# - 50# case			
Quik-to-Fix Beef Products	30# case			
Zartic Beef Products	30# - 40# case			
Armour Pork Products	30# - 40# case			
JTM Pork Products	30# case			
Pierre Pork Products	32# - 50# case			
Zartic Pork Products	40# case			
Michael Foods Products	23#-38# case			
Sunny Fresh Egg Products	30# - 40# case			

**The above commodities listed were distributed in the last two years.**

**If you have an USDA commodity on hand that is not listed please add below.**

[illegible]